

OA Clerk Factor Level Comparison Chart

FACTOR LEVELS	GS-2 (SJ-530)	GS-3 (SJ-531)	GS-4 (SJ-532)	GS-5 (SJ-533)	GS-6 (SJ- 534)
1) Knowledge Required	1-2 (200) Basic knowledge of OA software, processing procedures and function keys; Proficiency in typing; basic grammar & punctuation.	1-2 (200) Basic knowledge of OA software, processing procedures and function keys; Proficiency in typing; basic grammar & punctuation.	1-3 (350) Knowledge of advanced functions of a variety of software programs; Proficiency in typing; basic grammar & punctuation	1-3 (350) Advanced knowledge of various software programs & their functions; advance keyboarding skills; thorough knowledge of grammar, punctuation & format.	1-4 (550) Substantive knowledge of various software programs & advance functions; through knowledge of grammar, punctuation & format; extensive keyboarding skills.
2) Supervisory Controls	2-1 (25) Continuous Supervision; seeks guidance	2-1 (25) Continuous Supervision; seeks guidance	2-2 (125) General supervision; works independently	2-3 (275) Limited Supervision; works independently	2-3 (275) Limited Supervision; works independently
3) Guidelines	3-1 (25) Incumbent adheres to detailed instruction and refers problems to supervisor or higher-graded employee.	3-2 (125) Guidelines are well established. Incumbent uses his/her own judgement to apply specific guidelines.	3-2 (125) Guidelines are well established. Incumbent uses his/her own judgement to apply specific guidelines.	3-2 (125) Guidelines are well established. Incumbent uses his/her own judgement to apply specific guidelines.	3-2 (125) Guidelines are well-established. Incumbent uses his/her own judgement to apply specific guidelines.
4) Complexity	4-1 (25) Work is routine, concise, easily mastered, and does not require decision making.	4-2 (75) Recognizes differences in applications & decides which is appropriate for the task.	4-2 (75) Recognizes differences in applications & decides which is appropriate for the task	4-2 (75) Recognizes differences in applications & decides which is appropriate for the task	4-3 (150) Uses advanced functions & several software programs to determine appropriate method and approach.
5) Scope & Effect	5-1 (25) Specific & recurring tasks to facilitate the work of the office.	5-1 (25) Specific & recurring tasks to facilitate the work of the office.	5-1 (25) Specific & recurring tasks to facilitate the work of the office.	5-1 (25) Specific & recurring tasks to facilitate the work of the office.	5-2 (75) Collect & organize info that enhances the efficiency of the office.
6) Personal Contacts and 7) Purpose of Contacts	1a (30) Immediate staff member to exchange information and complete assignments.	1a (30) Immediate staff member to exchange information and complete assignments.	2a(45) Employees at various levels within the organization to exchange info. and complete assignments.	2a(45) Employees at various levels within the organization to exchange info. and complete assignments.	2a(45) Employees at various levels within the organization to plan, coordinate & integrate activities.
8) Physical Demands	8-1 (5 Points for each grade level.)			The work is sedentary and does not require any special physical demands.	
9) Work Environment	9-1 (5 Points for each grade level.)			The work is performed in an office setting	
POINTS ASSIGNED	340 GS-2	490 GS-3	755 GS-4	905 GS-5	1230 GS-6
POINT RANGE	255-450	455-650	655-850	855-1100	1105-1350